

**SECRET**

22 September 1967

**I. Understand Existing System**

1. examine Agency communications flow
2. examine non-Agency flow into Agency system
3. examine content and use of traffic in Agency
4. relate use and flow of traffic to organizations and requirements
5. examine existing distribution, handling and processing systems - number of points - volume - resources required

**II. Review Future Requirements, Plans and Systems Proposals**

1. ascertain future production and operational requirements
2. determine processing "systems" (e.g., COINS, SIPS, etc) plans
3. determine what communications facilities and resources will be needed
4. determine where new facilities will be required
5. determine future distribution and handling processes

**III. Relate Existing System to Plans**

Prepare a plan for the future which presents objectives, system requirements and resource requirements.

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16 OCT 1967

**Executive Director-Comptroller**

7D59

HQ

We have prepared in final form your memorandum to the Deputy Directors regarding the Study of the Agency's Communications Requirements.

Recommend four signatures.

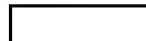
SIGNED R. L. Bannerman

R. L. Bannerman

**Deputy Director for Support**

7D18

HQ



SPA/DD/S:HM:sm (13 Oct 67)

Distribution:

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DD/S&T & DD/S, subj: Analytical Study of the

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Dir-Compt

TRANSMITTAL SLIP		DATE	16 OCT 1967
TO: Executive Director-Comptroller			
ROOM NO.	BUILDING		
7D59	HQ		
REMARKS:			
<p>We have prepared in final form your memorandum to the Deputy Directors regarding the Study of the Agency's Communications Requirements.</p> <p>Recommend four signatures.</p> <p style="text-align: right;">STAT</p> <div style="border: 1px solid black; width: 200px; height: 30px; margin: 10px auto;"></div> <p style="text-align: center;">K. L. Bannerman</p>			
FROM: Deputy Director for Support			
ROOM NO.	BUILDING	EXTENSION	
7D18	HQ		

FORM NO. 241  
1 FEB 55

REPLACES FORM 36-8  
WHICH MAY BE USED.

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